# Intermediate PowerPoint: Working with Tables, SmartArt, Inserting Videos, and creating a Multi-Media Rich Presentation

To insert a chart in a slide, on the Insert tab, in the Illustrations group, click the Chart option. The Insert Chart dialog box presents the different categories of predefined chart templates included in PowerPoint 2010.

After you select a chart type and insert the chart, a Microsoft Excel 2010 worksheet opens that includes the default chart data. You can specify the chart data in the worksheet.

You can choose to represent the data that is currently plotted on the x-axis to be plotted on the y-axis or vice versa. On the Chart Tools Design tab, in the Data group, click the Switch Row/Column command to interchange the values.

Using the options on the Chart Tools Layout tab, you can add or modify chart elements, such as titles, legend, data labels, and axes.

For example, to add a title for the chart, on the Chart Tools Layout tab, in the Labels group, click Chart Title, and then select the required option. You can display the legend on any of the four sides of the chart or display it as an overlay on the chart.

Using the Axes options, you can specify axis formatting options and whether you want to display the vertical axis in numbers represented in thousands, millions, or billions.

Similarly, using the Chart Tools Layout tab, you can add other chart elements such as gridlines, data labels, and data tables.

**Adding chart elements**

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**Formatting the shapes that make up a chart**

You can change the format of individual chart elements in a chart, such as the chart area, plot area, data series, axes, titles, data labels, or legend

You can right-click any element and then click the appropriate Format option. For example, right-click a data series, and then click Format Data Series.

Using the Format Data Series dialog box, you can change options such as fill, border color, and shadow.

Alternatively, you can select a chart element, and then on the Chart Tools Layout tab, in the Current Selection group, click Format Selection.

You can also apply the predefined styles from the Shape Styles gallery on the Chart Tools Format tab.

**Formatting the chart background**

To format the chart background, select the chart area, and then on the Chart Tools Layout tab, in the Current Selection group, click Format Selection.

Using the Format Chart Area dialog box, you can change the background fill color and also add a gradient and picture or texture fill to the background.

You can also apply pattern fill such as light vertical, diagonal brick, and large checker board to the background.

In addition, you can change the border color and border style, and add shadow, glow and soft edges to the chart area.

**See Activity Below**

**Activity**

1. Open PowerPoint.
2. Slide 1: Student Achievement PowerPoint
3. Slide 2: Insert the Following chart in the slide.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Test 1 | Test 2 | Test 3 | Test 4 | Test 5 | Test 7 |
| Mikaila Rose | 100 | 95 | 70 | 85 | 65 | 90 |
| Sam Gardner | 90 | 100 | 88 | 87 | 90 | 34 |
| Alyssa Molnar | 100 | 100 | 65 | 85 | 100 | 100 |

1. Insert a Chart Title “Ms.Mckenzie Biology 101”
2. Insert Data Labels
3. Format the Y axis to represent percentages
4. Change the background to Oak
5. Insert your name in the footer
6. Print slide 2